



Neighborhood Services Intern

COMPENSATION: **Unpaid**

DATES: **February – May 2013**

HOURS: **15-20 hours/week (minimum)**

JOB SUMMARY:

The Neighborhood Services Intern is a qualified undergraduate or graduate student majoring in Public Service, Political Science or a related field. The goal of the internship is to provide the student a meaningful internship experience in the functions and work of a Planning and Development department in a municipal setting.

The Neighborhood Services intern performs a variety of neighborhood services duties as developed and assigned by the Neighborhood Services Coordinator, to include coordinating activities, programs, and initiatives to support/promote neighborhood and homeowners associations and neighborhood integrity throughout the City.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Assist with maintenance of neighborhood contact list and other information.
2. Assist in the creation of a neighborhood newsletter to circulate among the neighborhoods and city staff.
3. Assist in the creation of manual for operations for Homeowners Association/Neighborhood Association.
4. Assist in the circulation of relevant information and correspondence to neighborhoods on a regular basis.
5. Assist with planning Neighborhood Services events and attending other community events where Neighborhood Services is expected to participate.
6. Help to develop a database to track Homeowners Association/Neighborhood Association participation on Neighborhood Services programs and events.
7. Track compliance of Homeowner Association//Neighborhood Association with Neighborhood Partnership Program requirements
8. Complete special projects and other duties as assigned to aid.

JOB QUALIFICATIONS:

Required: Currently an undergraduate or graduate student in the study of Public Service, Political Science or a related field. Ability to attend Neighborhood Services events and other community events periodically. Ability to operate a variety of office equipment to include a personal computer and a variety of computer software. Excellent interpersonal skills. Must possess a valid Texas Driver's License.

TO APPLY:

Please email resume to recruiting@cstx.gov and make sure to note "**Neighborhood Services Internship**" in the subject field.